



## Actions/Title/Grade/Salary by Cab – Report Instructions



Use this report to list personnel and organizational actions for employees within the designated reporting period.

1. From the main screen, type transaction code: **ZPAQ039**.
2. Click the **Enter** button or press **Enter** to continue.
3. *Org Structure* – Choose the appropriate organizational structure from the selection tree.
4. *Reporting Period* – Choose a period from the list.
5. (Optional) Enter additional search criteria in the *Selection Criteria* section
6. *Start Date* – (Optional) Enter a start date.
7. *Action Type* – (Optional) Designate a specific action type by keying in the field provided or click the **Multiple Selection** icon to report on multiple action types. Select the **Possible Entries** button to view a listing of actions available.
8. Click the **Execute** icon or press **F8** to execute the report.
9. The report displays.

Agency Org Unit	Agency Name	Personnel Subarea	Position	Job	Job PS group	Last name	First name	Middle name	Monthly Pay	Pers.No.	Work County	Work Count	Action	Start	Employee

10. Click the **Back** button or press **F3** to exit the report.